



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Agenda
Wednesday, November 4, 2009
4:00 P.M., City Hall Room 103

I. CALL TO ORDER

II. MINUTES

Approval of the minutes from the October 1, 2009 regular Civil Service Commission meeting.

III. ACTION AGENDA

- A. Request for One-year Extension of Fire Lieutenant Promotion List
- B. Request for One-year Extension of Fire Captain Promotion List

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

V. STATUS OF RECRUITMENTS

- A. City Part-time/Limited Positions 2009: Applications continue to come in for Senior Transit Worker and School Crossing Guard.
- B. Customer Service Representative I 2008-09: There are 137 applications on file.
- C. Beacon Services Contractual Seasonals: Seasonal staffing continues to wind down with winter preparations underway.
- D. Housing Rehabilitation Counselor: This posting rendered two promotional candidates; computer/written testing is underway.
- E. Mechanic: One requisition is on hold per DPW management.
- F. Police Officer 2008-2009: There are 70 applications on file.

VI. APPOINTMENTS

A. New Appointments:

Part-time or Seasonal Employees:

B. Promotions:

Permanent Employees

Part-time or Seasonal Employees:

C. Transfers:

D. Temporary Assignments:

VII. SEPARATIONS

A. Resignations:

Permanent Employees

Part-time or Seasonal Employees:

Phyllis Raffaele, McGraft Park Caretaker – 10/09/09

B. Other

Retirements:

Terminations:

Permanent Employees

Part-time or Seasonal Employees:

VIII. OTHER

A. Certificates of Training Excellence:

Oneata Bailey, Rehab Loan Counselor, received a certificate for completing the Two- Hour Asbestos Awareness Training.

Major Metcalf, Fire Marshall, received a certificate for attending the 60th Annual Michigan Fire Inspectors Educational Seminar.

B. Letters of Appreciation:

X. OLD BUSINESS:

XI. OTHER BUSINESS

A. Temporary Staffing Services

CNS	\$1,143.90 (09/14/09-07/18/09)
Engineering	\$ 514.80 (09/14/09-07/18/09)
CNS	\$1,173.16 (09/21/09-09/25/09)
Engineering	\$ 514.80 (09/21/09-09/25/09)
CNS	\$1,158.53 (09/28/09-10/02/09)
Engineering	\$ 514.80 (09/28/09-10/02/09)
CNS	\$1,151.21 (10/05/09-10/09/09)
Engineering	\$ 514.80 (10/05/09-10/09/09)
CNS	\$1,180.48 (10/12/09-10/16/09)
Engineering	\$ 675.68 (10/12/09-10/16/09)
CNS	\$1,165.85 (10/19/09-10/23/09)
Engineering	\$ 411.84 (10/19/09-10/23/09)

TOTAL \$10,119.85

B. Public Comments

XII. ADJOURNMENT

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE
CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

The City of Muskegon provides necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials under consideration at the meeting to individuals with disabilities who want to attend the meeting upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services, please contact the City of Muskegon by writing or calling the following:

Ann Marie Becker, City Clerk
933 Terrace Street, Muskegon, MI 49440
(231) 724-6705

(11 09 Agenda)